

SPEX MSPX

MINOR SPECIAL EXCEPTION APPLICATION* **MINOR SPECIAL EXCEPTION USES AND MODIFICATIONS TO SECTION 5-600** **OF THE LOUDOUN COUNTY ZONING ORDINANCE**

Checklist of Minimum Requirements

Loudoun County Zoning Ordinance Section 6-1303(A) 6-1304(A):

Pre-Application Conference. Prior to filing an application, an applicant shall meet with the Director of Planning and discuss his intentions with regard to a given application and questions regarding the procedures or substantive requirements of this Ordinance. In connection with all such conferences, the Zoning Administrator shall be consulted as appropriate. A request for a pre-application conference shall be made in writing to the Director of Planning and shall be accompanied by a sketch map(s) of the site, a description of the existing environmental, topographical and structural features on the site, the proposed project or use, graphics that illustrate the scale, location, and design of any buildings or structures, and a list of the issues to be discussed at the conference. No matters discussed at said meeting shall be binding on either the applicant or the County. The Director of Planning shall respond to each written request for a pre-application conference within fifteen (15) calendar days. If a pre-application conference is not scheduled within thirty (30) calendar days of a request for such conference, then the applicant may request a waiver of the conference. The Planning Director may waive the pre-application conference requirement in cases where the Director finds such a waiver is not detrimental to the applicant or the County.

For uses processed under the Revised 1993 Zoning Ordinance, refer to the Fee Schedule adopted 6/16/93 _____:

Category 1	\$ 460
Category 2	\$2,530
Category 3	\$4,830
Category 4	\$7,360

Section 6-1310, Issues for Consideration, lists factors considered by the Planning Commission and Board of Supervisors in their review. The applicant is encouraged to read this section before completing this application.

~~*There are specialized checklists for the following types of special exceptions: MDOD (Mountainside Development Overlay); Tenant Dwelling for Seasonal Labor; Small Business in A-3, A-10, A-25; and Removal of Non-conformities. For Special Exceptions to remove nonconforming status or to amend a Concept Development Plan (CDP), pertinent information relating to the application will be discussed at the pre-application meeting. See page 2, Applicant Responsibilities.~~

Section 5-600, Additional Regulations for Specific Uses, includes information regarding modifications to 5-600 regulations. The applicant is encouraged to read this section before completing this application.

Revised March 2004 August 2006

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MINIMUM SUBMISSION REQUIREMENTS FOR MINOR SPECIAL EXCEPTION APPLICATION

Application No. _____

TO BE COMPLETED BY THE APPLICANT

Project Name: _____

Proposed Use: _____

Project Location: _____

Tax Map #(s): _____ Parcel #(s): _____

Parcel Owner(s): _____ Telephone No.: _____

Applicant/Authorized Agent: _____ Telephone No.: _____

Engineer/Surveyor: _____ Telephone No.: _____
(If Applicable)

Attorney: _____ Telephone No.: _____
(If Applicable)

Signature of Person Completing Checklist: _____ Date: _____

TO BE COMPLETED BY THE PLANNING OFFICE PERSONNEL

Date Received: _____ Date Reviewed: _____

Reviewed by: _____ Date Accepted/Not Accepted: _____

Reason(s) For Not Accepting: _____

MCPI Number(s): _____

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A. APPLICANT RESPONSIBILITIES. The applicant must complete all of the Minor Special Exception information contained in this checklist, or present written approval for any deviation therefrom. Written approval from the designated department for any deviation from mandatory requirements must be obtained prior to application submission. The Planning Director may waive any information contained in the checklist, if it is determined that such information is not necessary to evaluate a request to modify a Section 5-600 regulation.

Where proposed project information is requested in this checklist for adjacent property to the proposal, this information may be limited to projects on file with the County or with an adjacent incorporated town or surrounding jurisdiction.

All plats or plans submitted with this application shall be folded to a size of approximately 8½" x 11" with the title block visible.

If the application is judged incomplete, the staff will identify in writing the deficiencies that must be corrected. The application will not be accepted for processing. The fee and materials will be returned to the applicant.

All required forms are available in the Department of Planning.

Approved Deviations:

B. LAND DEVELOPMENT APPLICATION FORM. Submit a completed land development application form, including the following:

SUBMITTED		
YES	NO	N/A

1. Name of the applicant(s).

2. Applicant(s) address: city/state/zip.

3. Applicant(s) telephone number(s).

4. Authorized representative.
(if applicable)

5. Representative's address: city/state/zip code.

6. Representative's telephone number(s).

7. Property owner(s).

8. Property owner(s) address: city/state/zip code.

9. Property owner(s) telephone number(s).

10. Present zoning classification(s).²

11. Project location.

12. Tax map & parcel number(s); MCPI number(s).

13. Proposed name of the subdivision, development or business.

14. Election district(s) in which the proposed minor special exception is located.

1. Information available from the Office of Mapping
2. Information available from the Department of Building and Development
3. Information available from the Clerk of the Circuit Court
4. Information available from the Department of Planning

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	SUBMITTED		
	YES	NO	N/A
15. Signature of the applicant.			
16. Signature of the owner.			
C. <u>CERTIFICATE OF PAYMENT OF TAXES.</u> Provide a certificate verifying that — real estate taxes have been paid for all property included in the application. — (A certificate of payment of taxes is available from the Treasurer's Office.)			
D. <u>USE VALUE ASSESSMENT PROGRAM.</u> Provide a statement which — identifies any parcel(s) currently subject to the County's Use Value — Assessment that are included as part of this application. (A Land Use — certificate is available from the Department of Financial Services.)			✓
E. <u>C. DISCLOSURE OF REAL PARTIES IN INTEREST.</u> Provide completed disclosure form(s).			
F. <u>D. FEES.</u> Provide a check made payable to the County of Loudoun.			
G. <u>E. BUILDING DESIGN.</u> Provide 15 copies of floor plans and elevations for the front, sides, and rear illustrations of any on-site structures proposed and photographs of existing structures.			
H. <u>F. RECORD OF PRE-APPLICATION CONFERENCE.</u> Provide a copy of the documentation provided at the conference.			
I. <u>G. STATEMENT OF JUSTIFICATION.</u> Provide 15 copies of a written Statement of Justification describing the project and detailing the reason(s) why the granting of a <u>minor</u> special exception is appropriate. The statement must address the issues for consideration in Section 6-1310 of the Zoning Ordinance including a description of the proposed development's compliance with the environmental, cultural, land use, economic and fiscal, and design goals and policies of the Comprehensive Plan. If a modification to the requirements of Section 5-600 is requested, a statement as to how the applicant proposes to exceed the public purpose as described in Section 5-600.			
J. <u>VICINITY MAP.</u> Provide 15 copies of a map labeled "Vicinity Map" at a scale of 1" = 1000', 8 1/2" x 11" in size with approximate Virginia coordinate grid — information with the proposal's property centered on the map. ⁴ Include the — following information on the map:			
— 1. Approximate location of arterial and collector streets and any local streets — connecting to the proposed project and street names or numbers; major — streams or rivers; the Potomac River; the W&OD Trail. ⁴			
— 2. Project boundaries and all existing lot boundaries (as shown on the — County parcel maps) within the project and surrounding the project within — the vicinity map area. ⁴			
3. For adjacent property within 200 feet including property across the road from project, include the following: a. Approved and proposed projects or subdivision names, lot lines, section and lot numbers ⁴ and zoning ² . b. Existing and proposed land uses at time of submission; lots; existing structures within 200 feet of the proposed project. ⁴ c. Adjacent open space easements, park and recreation land.			
— 4. Jurisdictional boundaries. ⁴			

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K. H. MINOR SPECIAL EXCEPTION PLAT. Submit 15 copies of the plan at a scale of 1 inch = 200 feet.¹ If the proposed plan is not submitted at 1" = 200', a deviation to a more meaningful scale may be requested. At least three (3) plans must be provided at 1" = 200'. Four (4) copies are required when floodplain or mountainside exists on a site. To facilitate review of issues for consideration in Section 6-1310 and Section 5-600 of the Zoning Ordinance, the minor special exception plat shall include the following information:

	SUBMITTED		
	YES	NO	N/A
1. The scale, north point and date. ¹			
2. The boundary of the property showing bearings and distances. ¹			
3. Owner's names and zoning of adjacent property. ²¹			
4. Signature of the property owner or applicant.			
5. Archaeological or historical features included in the State or National Register of Historic Places. a. Existing and proposed buildings, structures, walls, and fences on site. ⁴ For buildings and structures, indicate their date of construction, as determined by record search and visual survey, and whether it is planned that they be retained or demolished. b. The applicant must also conduct a survey of historic architecture, known and potential historic and archaeological sites. Identify any known grave, object, or structure marking a place of burial, as determined by record search and visual survey.			
6.5. a. Show location and area footprint, height of proposed use and identify use. Dimensions must be drawn to scale. b. Parking/loading areas: building and parking setbacks (front, side and rear). ² Dimensions must be drawn to scale.			
7.6. The proposed location, lighting and type of sign.			
7. <u>Vicinity Map</u> . At a scale of 1" = 1000' include the following information: a. <u>Property boundaries</u> ¹ b. <u>Jurisdictional boundaries</u> ¹ c. <u>Approximate location of streets, major streams or rivers</u> ¹ d. <u>Project boundaries and all existing lot boundaries within the project and surrounding the project within the vicinity map area.</u> ¹			
8. Adjacent property information including property across the road from project: a. Approved and proposed projects or subdivision names, lot lines, section and lot numbers and zoning. ¹ b. Existing and proposed land uses at time of submission; lots; existing structures within 200' of the proposed project. ¹ c. Existing and proposed abutting roads and their right-of-way widths. ¹ d. Existing nonresidential access points, existing and proposed roadway intersections and median breaks. ¹ e. Major roads identified in the County Transportation Plan and roads identified in the current Loudoun County/VDOT six-year plan. ⁴ f. Adjacent open space easements, park and recreation land.			

1. Information available from the Office of Mapping

2. Information available from the Department of Building and Development

3. Information available from the Clerk of the Circuit Court

4. Information available from the Department of Planning

	SUBMITTED		
	YES	NO	N/A
9. Location of proposed/existing well and septic system. Provision of evidence that application has been made to the County Health Department for proposed project's sewer and water systems if Loudoun County Sanitation Authority service is not available			
10. On-site roadway information including: ¹ a. Existing and proposed access points to existing state road system including roadway entrance widths. b. Existing and proposed locations of internal through public street network and right-of-way widths; access points with adjacent parcels.			
11. Include parking/loading areas.			
12.11 The location and general description of vegetation and existing tree cover including: a. A description of type and extent of tree cover that identifies canopy, understory growth and other flora; b. An inventory of evergreen trees with calipers of 14 inches or larger and deciduous trees with calipers of 22 inches or larger (measured 4.5 feet above the ground); and c. Endangered species habitat ⁵ ; d. The nature and extent of existing and/or proposed landscaping, screening or buffering on the site.			
13. Topography at contours not more than five (5) feet. <i>Note: The Director may request a two (2) foot contour.</i>			
14. The location of any steep slopes.			
15.12 The location and type of any fuel and fuel storage and a listing, if known, of all hazardous or toxic substances as set forth in Title 40, Code of Federal Regulations Parts 116.4, 302.4 and 355; all hazardous waste as set forth in Commonwealth of Virginia Department of Waste Management.			
16. Where applicable, the limits of floodplain boundaries are to be delineated. The plan shall utilize and identify the source as the Floodplain Map of Loudoun County.			
17. 13 Limits of any overlay districts on the property (Historic and Cultural Conservation, Airport Impact, Floodplain Overlay District, and Mountainside Development Overlay District) ² and location of any steep slopes.			
18. If requested by the Planning Director the applicant shall provide: a. A minimum of two cross-sections where a grade change of 3 feet or more is proposed or where buildings are proposed. The cross-sections shall illustrate existing and proposed topography, height and density of vegetation and the dimensions of proposed buildings. b. For projects adjacent to existing residentially zoned or used property, three-dimensional sketches providing a "bird's eye" (45°) view and at least two eye-level perspectives (30°) of the project illustrating the relationship between the proposed development and the surrounding community. <i>Note: The cross-sections and/or sketches shall be provided no later than the applicant's response to the initial agency comments (referrals).</i>			

1. Information available from the Office of Mapping
2. Information available from the Department of Building and Development

4. Information available from the Department of Planning
5. Information available from the State Department of Natural Resources

	SUBMITTED		
	YES	NO	N/A
19.14 Identification of any Federal or State permits or conditions that directly limit development on the subject property.			
L. <u>TRAFFIC STUDY.</u> Provide 6 copies of a traffic analysis indicating the relationship of the proposed development to traffic, road and transit use and plans according to FSM Section 4-200B. including the following elements: <u>The scope of the study to be developed in consultation with the Office of Transportation Services.</u>			
— 1. Study area.			
— 2. Traffic count locations.			
— 3. Trip generation.			
— 4. Traffic volume projections.			
— 5. Level of service analysis.			
— 6. Minimum roadway/intersection level of service standards.			
— 7. Background traffic assumptions.			
— 8. Traffic/trip distribution.			
— 9. Level of service calculation assumptions.			
— 10. Mode choice.			
— 11. Safety locations.			
— 12. Traffic mitigation measures.			

M. I. ILLUSTRATION OR DESCRIPTION OF SECTION 5-600 MODIFICATION REQUEST. Illustrate existing condition and requested modification.

N. COMMUNITY MEETINGS. If the applicant is requested to hold meetings between the applicant and the surrounding communities, a list or schedule of these meetings must be provided.

O. J. MAILING LABELS. The applicant must submit two (2) sets one (1) set of pre-printed address/mailling labels with addresses of all adjacent property owners.

O. K. CERTIFICATION OF APPLICATION SUBMISSION. I hereby certify that the above stated information is included in the attached minor special exception application and accompanying materials. Further, I have included on the site plan any conditions required by proffers of an approved rezoning for this site, or required by a variance approval, special agreements or covenants.

APPLICANT SIGNATURE _____

DATE _____

Application: _____ Accepted _____ Rejected

Checklist Reviewer

Date